

able to order their thoughts.

Implied in this is the idea of **research**. Comrades must be able to find out what they need to know for any particular project, and hold that knowledge in a form such that when they need to use it, they can readily find it again.

We will return to the matter of report-writing in the next item of this part. For this part, let us try to take up in a concrete way, Tony Buzan's conception of the whole complex of learning, fast reading, remembering, and noting, and by implication what follows, which is composing and writing.

The problems of writing are best solved before the writing is commenced. The ordering of the material in a rational, organic way, prior to writing, leaves the writer with relatively little to do, other than to mechanically put the marks on the paper.

Please read the attached. It will help you.

- The above is to introduce an original reading-text: [Tony Buzan, Use Your Head, 1974 \(Conspectus by D Tweedie\)](#).
- To download any of the CU courses in PDF files [please click here](#).